

## Community Development Commission

August 9, 2007

TO: Each Supervisor  
Each Commissioner

FROM: Carlos Jackson, Executive Director



**SUBJECT: HOMELESS PREVENTION INITIATIVE (HPI) CITY AND  
COMMUNITY PROGRAM REQUEST FOR PROPOSALS (RFP)**

On July 31, August 1, and August 2, 2007, Proposers' Conferences were held for the HPI City & Community Program Fund RFP. During the conferences it became clear that, through no fault of their own, there could be impediments for some proposers to obtain the jurisdictional letters of support referenced in the RFP. Additionally, many of the proposers were confused as to who should sign the letter and uncertain as to how to approach the various officials. The RFP currently provides proposers the option of submitting a community outreach plan as an alternative to submitting a jurisdictional letter of support and provides different scoring methods for each option.

In an effort to extend an equal opportunity to all proposers, ensure that we receive as many qualified proposals as possible, and guarantee that all proposals are being considered using the same criteria, it has been determined through consultation with the CEO and County Counsel that it is in the County's and CDC's best interests to issue an addendum to the RFP. The addendum will require all proposers to submit a community outreach plan and eliminate the option of submitting a jurisdictional letter of support to satisfy that requirement of the RFP.

We are aware that the County's past practice has been to notify local jurisdictions of proposed projects to be funded within their jurisdictions in advance. The CCP RFP threshold requirements that each proposer provide proof of zoning compliance, environmental clearance, and a letter certifying consistency with the local jurisdiction's Consolidated Plan (or equivalent document) will serve to notify the local jurisdiction of the existence of the proposed project.

We will notify all potential proposers of this change to the RFP, via email and posting on the CDC website. By making this change, we may inadvertently create additional work for proposers and, therefore, we will extend the deadline for submission of proposals by two additional weeks. Thus, all proposals will now be due to the CDC by no later than 3:00 p.m. on October 1, 2007.

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If you have questions, please call me at (323) 890-7400 or Lois Starr, Manager of the Special Needs Housing Unit, at 323 890-7431.

CJ:LS

C:     Lari Sheehan, Deputy, CEO  
         Martha Molina, Deputy, First Supervisorial District  
         Miriam Long, Deputy, Second Supervisorial District  
         Flora Gill Krisiloff, Deputy, Third Supervisorial District  
         Nick Ippolito, Deputy, Fourth Supervisorial District  
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